

CODIB-D-111/1.2/4
8 November 1965

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

Draft CODIB Report to USIB re the
Task Team II (Item Identification) Recommendations

Attached for discussion and approval at the forthcoming (15 November)
meeting is a draft transmittal memorandum to USIB re the Task Team II
report.

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Secretary

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Report of Task Team II (Item Identification)

- References: a. USIB-D-39.7/6 (6 May 1964)
b. CODIB-D-111/1.2 series (28 Jul 64 - 20 Aug 65)

A. Background

This is a report on the study undertaken by CODIB's Task Team II (Item Identification) pursuant to USIB direction contained in reference (a). The objective of this Task Team was to plan for a standard inventory and listing of series-type information items of use in the intelligence process, and to consider the problem of standardization of the bibliographic elements common to most of these items. This would facilitate data and file exchange within the Community, aid in on-going inter-system operations, and assist the system designers and system managers in planning and controlling their own operations.

B. Summary of Task Team Findings

Reference is made to Section I, Summary of Conclusions and Recommendations of the Task Team II report (pages 1-3). Essentially, the Team concluded that a) the objective of a standard inventory of items would best be met by the

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establishment of an Item Register System; and b) further standardization of bibliographic elements should be undertaken after the Item Register System is in being.

The Item Register System is envisioned as consisting of 1) decentralized input of requisite information by the producers of the item; 2) centralized processing of input information and maintenance of an authoritative item register and descriptive data base; and 3) diversified form, formats and orderings of item information to satisfy a spectrum of uses, including catalog-type print-outs, special bibliographies, and ad hoc query responses. The report discusses requirements for such a system, elements of information, codes and other methods of representation, machine requirements, expected outputs from the system, and provides a scheme for implementing the system, together with cost figures.

Implementation would take place incrementally, in the following general steps: 1) detailed design, programming, initial collection of data and initial input to the machine system, plus the production of an initial set of output products; 2) a thorough evaluation of this initial product by the Community; 3) redesign and further collection (if found necessary during evaluation); 4) a continuing phase of maintenance and operation of the system.

The report recommended that this system be implemented by a single agency acting as executive agent, but did not specify which agency should be

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chosen. Detailed recommendations are contained on page 33 of the report; discussion of system implementation, functions and tasks, and resource estimates are to be found on pages 24-28.

C. CODIB Comment on the Report

In the view of CODIB, the report addresses a fundamental problem that needs to be solved: identification of the information-bearing "documents" which are processed in the Community. CODIB feels that the Task Team has adequately discussed the goals, objectives, alternative solutions, and cost implications. CODIB therefore agrees with the conclusion that an Item Register System should be initiated and evaluated. CODIB further agrees with the Task Team that the executive agent route is the best way to implement this proposal, provided that sufficient continuity and expertise can be obtained.

D. Recommendations

It is recommended that USIB:

1. Approve the findings and conclusions of the Task Team II report.
2. Approve the recommendations of the report (page 33).
3. Direct the CIA to undertake the task of implementing and operating an Item Register System as outlined in the report, obtaining such assistance and guidance from the CODIB Support Staff as is appropriate and necessary.

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Chairman

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